CONFLOENTIAL

12 August 1987

MEMORANDUM FOR:	Deputy Director for Administration
FROM:	Stanley M. Moskowitz Director of Training and Education
SUBJECT:	Weekly Report
Training Group of OTE's experience approach to CBT materials and a	ck Larsen of the Secret Service visited OTE's Computer Based on 24 July. The purpose of Mr. Larsen's visit was to discuss with computer based training (CBT). He was interested in authoring, our methods of supporting CBT delivery with print hotline, how we selected the mainframe delivery system, and topics. This was the second visit to OTE by a Secret Service SS CBT.
person to discus	55 CB1.
	· · · · · · · · · · · · · · · · · · ·
received a brie Trainee track.	ay, 3 August representatives from the Office of Security (OS) fing from OTE's Career Training Division on the DA Career The OS is planning to participate in the Career Training y as September 1987.
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11 August 1987

	MEMORANDUM FOR:	Director of Training and Education		
STAT	FROM:	Chief, Information Systems Training Division		
	SUBJECT:	ISTD Weekly, 4-11 August 1987		
			Λ	
	Seminar, in the 11-12 August for	rst course, Fundamentals of Information Processing Applications Development Institute, is being conducted r managers. A second course with the same title will be st for other Agency personnel.	1	
STAT	2. is working this week with personnel from Discworks, the DO, and IMS, on the self-study video program for Wang training. The first phase of this effort will modify a training program produced by Discworks to be suitable for use with the Wang Alliance.			
STAT	computerized sur listing of respo	briefed the COMIREX Automated em (CAMS) ADP Control Officers on the results of the revey of CAMS users. Each ADPCO was given a hard copy SAS conses from their agency. Other training related items of uded the CAMS Self-Studies, SAS and NOMAD CBT, and student	•	
	CBT Version	of Fundamentals of VM Course Test		
STAT STAT	VM course will be has 86 questions will be randomly six-week testing	l version of an end-of-course exam for the Fundamentals of be tested in the classroom starting this week. The test s, of which 20 questions divided among eight objectives y selected for each examinee. After an approximately g phase, the test will be administered for course credit.		
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11 August 1987

TAT	MEMORANDUM FOR:	Director of Training and Education	
17 (1	FROM:	Chief, Secretarial, Administrative, and Communications Training Division	
	SUBJECT:	Weekly Report	
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···	for secretarial	base has been created to keep track of the incoming requests course substitutions. The first report has been forwarded to the Agency Training System. To date 49 secretaries have	
 「AT	for secretarial TSD for entry in	course substitutions. The first report has been forwarded to nto the Agency Training System. To date 49 secretaries have val for 102 course substitutions. This report will be	
	for secretarial TSD for entry in requested approv	course substitutions. The first report has been forwarded to nto the Agency Training System. To date 49 secretaries have val for 102 course substitutions. This report will be	
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Administration Division Weekly 3-7 August 1987

Conferencing	
Scheduled pilot workshop in November at request of STO/DDA for first-tour MG officers.	
 Conference date for Human Resource Modernization and Compensation Task Force rescheduled to 5-9 October	
Miscellaneous	
C/AD and DC/AD met with DDC and covers for OTE publications.	S
Sent galley of writing brochure to P&PD for revisions. Should have clean copy for review next week.	S٦
Prepared draft of relocation paper for D/OTE.	
Budget & Finance	
Conducted the monthly cash count on 3 August.	
On August 6 and 7, Diane attended a two-day workshop on the General Accounting System (GAS).	
On August 7, Deputy Chief, B&F, met with DD/OF to discuss the outcome of her June recruiting trip to Cleveland, Ohio. Outcome was positive.	

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for both personal and professional impact.

PB met on Tuesday for group discussion on the Human Resources Modernization and Compensation Task Force proposals. Features of the proposal were evaluated

Personnel

The August Manning Tables have been sent to Division and Staff Chiefs for review. C/PB will be discussing projected gains and losses through September 1987 with them in preparation for monthly personnel meeting with D/OTE.

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Logistics

Handicap Renovations: The doors to the 7th floor restrooms have been widened. The next step will be to enlarge the stalls in each restroom and modify the sinks. On 8 August, the ramp inside the garage will be modified to accommodate a wheelchair. The ramp modification should not impede normal Saturday traffic from entering/exiting the building.

On Monday, 10 August, the water will be off in CofC from 0600-0730 hours for modification to the restrooms.

lst Floor: Grill work continues. The first floor should be finished mid-August.
Work will then begin on ground floor guard area. Guess on final completion -- late
September.

OL is soliciting bids for adding air conditioning to the guard/reception area on the ground floor. Evidently, the architect did not address this issue in the original plans.

<u>DAC Renovation</u>: The bid for upgrade of air conditioning, carpentry, and electrical work has been received. B&F will transfer \$27,566 to OL for this portion of the contract. Still awaiting bid for raised flooring. When received, additional money is to be transferred, and both contracts will be sent to the vendors.

<u>CofC Air conditioning</u>: GSA is installing the new compressor. We should be back to full service by the middle of next week.

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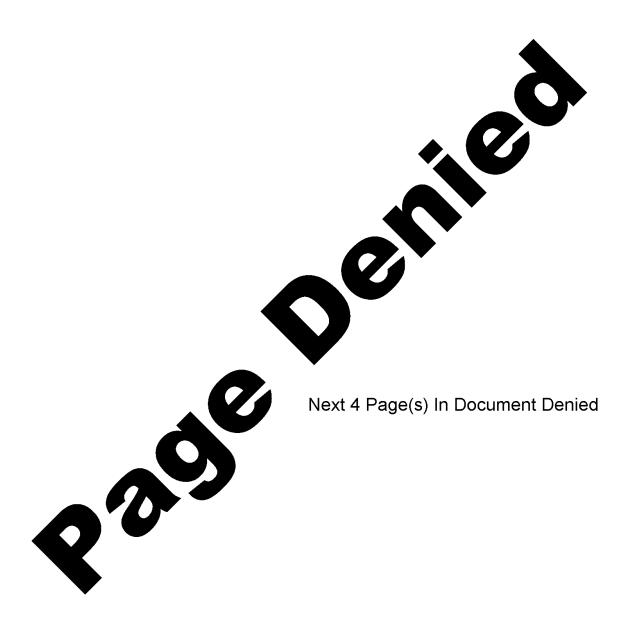
10 August 1987

	MEMORANDUM FOR	: Director of Training and Education	on	
	FROM:	Tarky . We eff		STAT
	r rom:	Chief, Language Training Division	on	SIAI
	SUBJECT:	Language Training Division Weekl	y Report	
	eq. (1)			
		* <u> </u>		
		instructor recently com	pleted a successful	STAT
		of a Farsi transliteration course he		
	commending bot	Information Management Staff (IMS). and Arabic instructor	for the high	STAT
		mediate job relevance of the Farsi		SIAI
		n courses offered this summer by the		
25 X 1	Languages Bran was extremely	ch (NEA), stating that student feed	back from both courses	
23/1	was extremely	positive.		
	2. Japane		h the assistance of	STAT
	gumal amount of the	created a set of 18 listening co		SIAI
		extbook used in the Japanese program Foreign Service Institute and <u>have</u>		•
25 X 1		study center at Headquarters.	been included in the	
		-		
		initiative of C/NEA	the Branch began a	STAT
	to share teach	ouse workshops to provide instructor ing techniques and methods with the	ir NEA colleagues Thai	
	instructor	gave the first workshop or	n 7 August on methods of	STAT
0.5374	incorporating	current affairs in the target count	ry into the language	
25 X 1	curriculum to	make the Thai program more job rele	vant.	
i	4. There	were 43 reading and 51 oral proficie	ency tests the past week	
	compared to 37	reading and 44 oral proficiency tes	sts the previous week.	
25 X 1				STAT

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WEEKLY ITEMS: CBTG, Week of 10 August 1987

On 7 August C/CBTG met with Ford Aerospace personnel for a briefing and demonstration of the next generations of TICCIT hardware. From the presentation of the Manager of Ford's Hanover, MD operation, where NSA's GUESTMASTER project is being done, it appears that Ford will be supporting TICCIT in a way that Hazeltine did not. This means that the TICCIT people are likely to be more helpful and responsive than they were under Hazeltine; we have seen evidence of this already. It also means that the cost of technical assistance from TICCIT experts will be reduced by half, making it competitive with CBT/IVD norms. TICCIT hardware will change over the next two years in order to enable both authoring and delivery of courseware on IBM PC-AT compatible machines. While Ford does not now plan to fund internally the integration of TICCIT and the Army's EIDS IVD system, they feel that funding for this will be forthcoming from the USG. The implication of these developments is that TICCIT in the future will be less "isolated" than it has been in the past, and that the effort OTE has put into development of the EXITO project will be much more easily disseminated Agency-wide, even USG-wide, than previously thought.

TAT².

Travis Piper of Creative Approaches, Inc. worked with

Travis Piper of Creative Approaches, Inc. worked with

August 3 and 4 to refine, upload on Phoenix, and troubleshoot 11 screens

on Electas, the new automated time and attendance system. We worked with

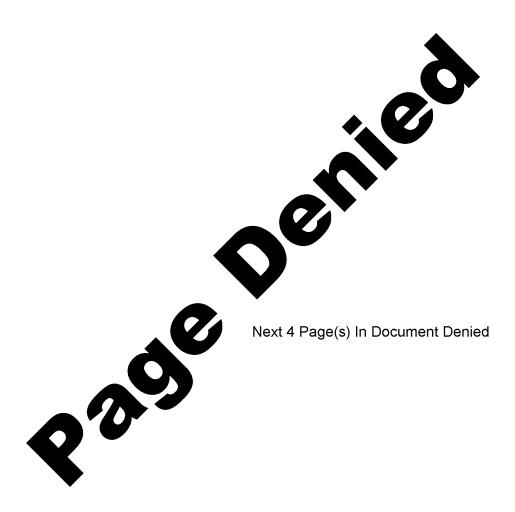
this small number of screens to perfect an advance in our CBT methodology.

Formerly, we asked the student taking CBT to put the answer to a question after the cursor, which always appeared at a particular place on the screen. Now we are able to ask the student to enter one or more answers anywhere on the screen. This advance gives us the potential to teach data entry on any subject with CBT. By the same token, we can teach how to fill out any printed form by simulating the form on the screen. The immediate application of this technology will be to teach the Electas system with CBT, but we can foresee many other applications in future projects.

11 August 1987

	MEMORANDUM FOR:	Director of Training and Education
STAT	FROM:	Chief, Intelligence Training Division
	SUBJECT:	IT Weekly Report (U)
		st running of ATB's revised Seminar on Producer- ns, on 5 - 6 August, got a strong positive
STAT	reaction. Instri experienced DI a	nalysts and branch chiefs, through an intensive
STAT	experiences. The analyst working	he topic, encouraging participants to share e outside speaker a former DI in the office of the Secretary of Defense, was
STAT	particularly wel	I received. (U)
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11 August 198	11	August	1	9	8	7
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	MEMORANDUM FOR:	Director of Training and Education
STAT	FROM:	Acting Chief, Leadership Development Division
	SUBJECT:	LDD Weekly Report 3 - 7 August 1987
STAT		a successful Leading People in CIA, 3 - 5 August. conducted a PAR workshop for Office of igust; it too went well. (U)
	conducting three	the week of 10 August, MTB is for the first time is major programs simultaneously. These include the pilot te for GS 5 -10 managers, POCM and the Decisionmaking
STAT	3. Human Interaction very valuable. (attended the National Training Laboratory (NTL) on Lab in Bethel Maine from 3 - 9 August. He found it
STAT	4.	left MTB for OTS on 7 August. (U)
STAT		